

Hamilton County BOARD OF ELECTIONS

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Chairman

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513 632-7000
Fax 513 579-0988 or 513 744-9038
www.VoteHamiltonCounty.org

SALLY J. KRISSEL
Deputy Director of Elections

RE: November 8th, 2016
General Election

On behalf of The Hamilton County Board of Elections, I am sending information about the **Youth at the Booth** Precinct Election Official Program.

The Ohio Revised Code 3501.22(B) permits high school seniors - 17 years old and older - to work at the polls.

With this program, students experience a real-life civics lesson while participating in the voting process and undertaking a meaningful community service activity.

Students are assigned to a 4-hour training class once the student is assigned to a precinct. Classes are held at various times at the Hampton Inn in Clifton (near UC).

Students earn a total of \$181.50 for serving as a Precinct Election Official, setting up the polling place, and attending the class.

Please read the following requirements carefully. Your school or government class may choose to add additional requirements.

STUDENT REQUIREMENTS

- At least 17 years old and a high school senior
- US Citizen and a resident of Hamilton County
- Ability to arrange their own transportation to the polls on Election Day
- Attend a 4-hour training course
- Participate in setting up the polling place on Monday, November 7th at 7:00 PM.
- Arrive on Election Day, Tuesday, November 8th at 5:30 AM and work until finished (about 8:45 PM)
- Complete the Parent/Guardian Permission and Notification Form
- Complete a Voter Registration Form (required even if only 17 years old)

TEACHER/ADVISOR RESPONSIBILITIES

- Complete the Student Precinct Election Official Commitments List.
- Review and Return all completed forms to the Board of Elections: Student Precinct Election Official Commitments List, Precinct Election Official/Parent Permission and Notification Form and Voter Registration Form for each student.

If you have any questions, please do not hesitate to contact me at: joe.mallory@hamilton-co.org or at (513) 632-7089.

Sincerely,



Joe Mallory
Elections Administrator

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Dear U.S. Government Teacher,

The Hamilton County Board of Elections is inviting your school to participate in a state-wide effort entitled **Youth at the Booth** (Precinct Election Officials program). **Youth at the Booth** gives high school seniors - who are at least 17 years old - the opportunity to work at the polls during the upcoming Election on Tuesday, November 8, 2016.

In 2005, Ohio law was amended to allow high school seniors to work at the polls, giving students a real life civics lesson in the voting process while at the same time providing them with a meaningful community service activity.

IN HAMILTON COUNTY, STUDENTS ARE ASKED TO:

- Attend a 4-hour training class. (Classes are held at the Hampton Inn in Clifton)
- Work 7:00 – 9:00 PM on Monday, November 7th for polling place set up.
- Work on Election Day, Tuesday, November 8th, from 5:30 AM to about 8:45 PM.

Students will be paid a total of \$181.50 for the training, Monday night set up and Election Day.

THE FOLLOWING ARE REQUIRED FOR PARTICIPATION:

***YOU MAY ADD ADDITIONAL REQUIREMENTS**

- Provide each student with **Parent/Guardian Permission and Notification Form, Voter Registration Form, and a Student Question & Answer Sheet.**
 - Each student **must** be at least 17 years old and a high school senior.
 - Each student **must** be a US Citizen and a resident of Hamilton County.
 - Each student **must** register to vote (even if they are 17 years old).
 - Each student **must** commit to attend a 4-hour training course.
 - Each student **must** commit to the Monday Night Organizational Meeting to set up the polls 7:00 – 9:00 PM on November 7th
 - Each student is responsible for **their own transportation** to the polls on Election Day, Tuesday, November 8th and work from 5:30 AM to about 8:45 PM.
- Use the Parent/Guardian Permission Forms to complete the **Student Precinct Election Official Commitments List**. We need complete information on each student (everything should be on the Permission Form).
- Return the **Student Precinct Election Official Commitments Master List, Parent/Guardian Permission and Notification Form and Voter Registration Form** to the Board of Elections **by Friday September 23, 2016.**

Once we receive your school's packet, we will contact the students directly to offer Precinct Election Official assignments and schedule training classes.

I look forward to working with you. If you have any questions, please do not hesitate to contact me directly at: Phone: 513/632-7089, Fax: 513/744-9038 or Email: Joe.Mallory@hamilton-co.org.



Sincerely,

Joe Mallory, Elections Administrator
Hamilton County Board of Elections

Enclosures:

Student Precinct Election Official Commitments List
Ohio Revised Code on Precinct Election Officials
Parent / Guardian Permission and Notification Form

Voter Registration Forms
Student Q&A
Absentee Ballot Application

Important Dates
Voter Check Flier
Fact Sheet

Ohio Revised Code

<http://codes.ohio.gov/orc/3501>

3501.22 Precinct officials.

(C)

(1) A board of elections, in conjunction with the board of education of a city, local, or exempted village school district, the governing authority of a community school established under Chapter 3314. of the Revised Code, or the chief administrator of a nonpublic school may establish a program permitting certain high school students to apply and, if appointed by the board of elections, to serve as precinct officers at a primary, special, or general election.

In addition to the requirements established by division (C)(2) of this section, a board of education, governing authority, or chief administrator that establishes a program under this division in conjunction with a board of elections may establish additional criteria that students shall meet to be eligible to participate in that program.

(2)

(a) To be eligible to participate in a program established under division (C)(1) of this section, a student shall be a United States citizen, a resident of the county, at least seventeen years of age, and enrolled in the senior year of high school.

(b) Any student applying to participate in a program established under division (C)(1) of this section, as part of the student's application process, shall declare the student's political party affiliation with the board of elections.

(3) No student appointed as a precinct officer pursuant to a program established under division (C)(1) of this section shall be designated as a voting location manager.

(4) Any student participating in a program established under division (C)(1) of this section shall be excused for that student's absence from school on the day of an election at which the student is serving as a precinct officer.

(D) In any precinct with six or more precinct officers, up to two students participating in a program established under division (C)(1) of this section who are under eighteen years of age may serve as precinct officers. Not more than one precinct officer in any given precinct with fewer than six precinct officers shall be under eighteen years of age.



PARENT/GUARDIAN PERMISSION AND NOTIFICATION FORM
STUDENT PRECINCT ELECTION OFFICIAL APPLICATION



The purpose of this form is to inform you, as a parent/guardian, of a voluntary off-school site activity that will take place and to secure your authorization enabling your child to participate in this activity.

STUDENTS ARE REQUIRED TO NOTIFY AFTER-SCHOOL EMPLOYERS AND TEAM COACHES, ETC. THAT THEY WILL BE WORKING THE POLLS MONDAY, November 7, 2016 FROM 7:00 PM TO 9:00 PM AND ELECTION DAY, TUESDAY, November 8, 2016 FROM 5:30 AM TO 8:45 PM.

School Name: School District:

Student Name:

Address:

Student Cell Phone () Home Telephone ()

Student Email:

Date of Birth: U.S. Citizen? Yes No

Social Security # (Required for payment/payroll from Hamilton County)

Are You Bilingual? If yes, what Non-English Language?

Political Party Preference: (CIRCLE ONE) DEMOCRAT REPUBLICAN NO PREFERENCE

STUDENT AGREEMENT:

I am a student in good standing. I will have my own transportation to the polls. I will attend the 4-hour training session. I will assist in setting up the polling location on Monday November 7th from 7:00 to 9:00 PM. On Tuesday, November 8th Election Day, I will remain at the polling location from 5:30 AM to 8:45 PM or later. I have informed my teachers, coaches, and employers of my commitment. I have entered it on my calendar.

Student Signature: Date:

EVENT: ELECTION DAY ASSIGNED POLLING LOCATION:

Date: Tuesday, November 8th, 2016
Start Time: 5:30 AM End Time: About 8:45 PM
Nature of Activity: Serve as Precinct Election Official on Election Day
Dress: Business Casual
Drinks/Meals: Not provided

STUDENTS SHOULD BRING LUNCH, SNACKS AND WATER (Students get 1 hour for lunch)

PARENT/GUARDIAN PERMISSION

I have reviewed and understand the conditions of the voluntary off-site activity described and give my consent for my child to participate. I understand the location of this off-site activity will be at a polling place within Hamilton County, within our city or nearby. I give my permission for my student to be photographed at this event. I UNDERSTAND THAT MY STUDENT MAY PARTICIPATE ONLY IF ALL INFORMATION IS COMPLETED ON THIS FORM.

Parent/Guardian Signature:

Parent/Guardian Phone Numbers: Daytime: Evening:

FACULTY MEMBER SIGNATURE:

I have verified that the student is at least 17 years old and a high school senior in good standing.

STUDENTS: RETURN THIS FORM TO YOUR TEACHER OR ADVISOR

TEACHER/ADVISOR: PLEASE PROVIDE THE BOARD OF ELECTIONS WITH A COPY OF THIS FORM. KEEP THIS FORM ON FILE AS REQUIRED BY YOUR SCHOOL DISTRICT.



STUDENT QUESTION AND ANSWER FACT SHEET

WHEN AND WHERE WILL I RECEIVE TRAINING?

You will be contacted by a Precinct Election Official Coordinator from the Board of Elections. They will work with you to select a date and time for training that fits with your schedule. We have daytime, evenings, and some Saturday classes. All training classes will be held at the Hampton Inn (Clifton near UC).

HOW DO I GET TO THE ASSIGNED POLLING LOCATION?

You are required to have or provide your own transportation to and from the polls. Please locate your assigned polling place prior to the Monday Night polling place setup so that you will know where you are going to work. **DO NOT RELY ON OTHER STUDENTS!** They may not be assigned to the same polling location or community as you!

WHAT IF I CANNOT STAY FOR THE ENTIRE TIME ON ELECTION DAY?

You will not be able to participate in Youth at the Booth. You must be able to complete the training, attend Monday night polling place set-up and work all day on Election Day. You cannot work a partial day at the polls.

WHY DO I HAVE TO SELECT A POLITICAL PARTY?

Your political party selection is needed only so that the Board of Elections can assure that an equal number of Democrats and Republicans are represented at each precinct.

WHY DO I HAVE TO REGISTER TO VOTE IF I AM ONLY 17?

The Board of Elections requires that you become registered to vote to be a Precinct Election Official. Please complete a voter registration form if you have not already registered to vote. The Ohio Revised Code requires that this form be complete in order to participate. You must use your full legal name (no nicknames); your birth date; last four digits of your social security number (or driver's license number), and you are required sign the form. You must be a U.S. Citizen and a resident of Hamilton County to participate.

If you will be 18 years of age on or before November 8, 2016, you are entitled to vote in the Primary provided that you are registered 30 days before Election Day. The last day to register to vote is October 11, 2016.

I AM 18 AND REGISTERED TO VOTE. WHEN DO I GET TO VOTE?

We suggest that you request that an Absentee Ballot be mailed to your home or download an Application from our website under "Voting Before Election Day" at www.votehamiltoncounty.org. You will be at a polling location for the entire day and might not have an opportunity to vote at your home precinct. Once you receive your ballot, it must be returned by US Postal Service mail or bring your ballot to the Board of Elections. **It cannot be taken to a polling place.**

You may also choose to vote at the Board of Elections office. We are located at 824 Broadway St. Cincinnati, OH 45202. Please call (513) 632-7039 for voting hours.

WILL I BE PAID? WHY DO YOU NEED MY SOCIAL SECURITY NUMBER?

You will be paid \$181.50 for your complete participation (training, Monday night set up and Election Day). The Board of Elections requires your social security number for payroll purposes only.

WHEN WILL I BE PAID?

You will receive your check within 3 to 4 weeks after the election

WHAT SHOULD I WEAR?

The dress code for all Precinct Election Officials is business casual clothing – for men: a nice pair of dress pants and shirt with a collar; for women: dress slacks or skirt and shirt. No jeans or sweat pants. You CANNOT wear any political buttons, badges, or t-shirts. Please do not wear shorts or flip flops.

WHAT ABOUT BREAKS, LUNCH AND FOOD?

You will get 1 hour for lunch during which you may leave your polling location. We also suggest that you bring lunch, snacks, and water to have throughout the day.

CAN I BRING THINGS TO DO?

You may bring your cell phone for emergency calls only. Remember, being a Precinct Election Official is the priority. **No LAPTOP, IPAD AND Do NOT TEXT WHILE WORKING AS A PRECINCT ELECTION OFFICIAL!**

FOR MORE INFORMATION CONTACT:

Joe Mallory

Elections Administrator
Phone (513) 632-7089 or Email: Joe.Mallory@hamilton-co.org

Shanon Dobbs

Democratic Precinct Election Official Recruiter
Phone (513) 632-7005 or Email: Shannon.Dobbs@hamilton-co.org

Tara Pastor

Republican Precinct Election Official Recruiter
Phone (513) 632-7004 or Email: Tara.Pastor@hamilton-co.org

RETAIN THIS FORM FOR YOUR REFERENCE!

If you are unable to honor your commitment,
you must call the Precinct Election Official Coordinator who assigned you.
DO NOT CALL YOUR SCHOOL OR YOUR TEACHER.

Training Date & Time: _____

Training Location: _____

Assigned Precinct: _____

Assigned Polling Place: _____

Address of Polling Location: _____

You must be at the assigned precinct and polling place at the following times:

MONDAY NIGHT ORGANIZATIONAL MEETING

Date: Monday, November 7, 2016

Start Time: 7:00 P.M. End Time: About 9:00 P.M.

Nature of Activity: Setup Polling Place

ELECTION DAY

Date: Tuesday, November 8, 2016

Start Time: 5:30 A.M. End Time: About 8:45 P.M.

Nature of Activity: Serve as Precinct Election Official on Election Day

Dress: Business Casual

Drinks/Meals: Not provided

STUDENTS SHOULD BRING LUNCH, SNACKS, AND WATER



STUDENT PRECINCT ELECTION OFFICIAL COMMITMENTS LIST

Joe Mallory, Elections Administrator

Hamilton County Board of Elections

824 Broadway St

Cincinnati OH 45202

Fax: (513) 744-9038 or Email: Joe.Mallory@hamilton-co.org

SCHOOL NAME	COORD. TEACHER	EMAIL	PHONE	CELL PHONE
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NOTE:

- ALL INFORMATION MUST BE PROVIDED FOR EACH STUDENT
- PRINT ALL INFORMATION CLEARLY WITH BLUE OR BLACK INK AND USE AS MANY PAGES AS NEEDED.

STUDENT NAME/ADDRESS	STUDENT PHONE #S	STUDENT SOC. SEC. # <small>(Must Include)</small>	SPECIFY ANY 2 nd LANGUAGE SKILLS	PARTY PREFERENCE	IS STUDENT REGISTERED TO VOTE?
Name: Address: City, State, Zip:	Home: Cell:	Social Sec. No.:		<input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> No Preference	<input type="checkbox"/> Yes. Already registered <input type="checkbox"/> Voter Registration Form enclosed
Name: Address: City, State, Zip:	Home: Cell:	Social Sec. No.:		<input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> No Preference	<input type="checkbox"/> Yes. Already registered <input type="checkbox"/> Voter Registration Form enclosed
Name: Address: City, State, Zip:	Home: Cell:	Social Sec. No.:		<input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> No Preference	<input type="checkbox"/> Yes. Already registered <input type="checkbox"/> Voter Registration Form enclosed
Name: Address: City, State, Zip:	Home: Cell:	Social Sec. No.:		<input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> No Preference	<input type="checkbox"/> Yes. Already registered <input type="checkbox"/> Voter Registration Form enclosed
Name: Address: City, State, Zip:	Home: Cell:	Social Sec. No.:		<input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> No Preference	<input type="checkbox"/> Yes. Already registered <input type="checkbox"/> Voter Registration Form enclosed



IMPORTANT DATES

TUESDAY, OCTOBER 11, 2016

Voter registration deadline for the General Election. **Students who will be 18 years old on or before November 8, 2016** will be entitled to vote in the General if they are registered to vote.

MONDAY, NOVEMBER 7, 2016

Monday night set up at the assigned polling location 7:00 – 9:00 PM.

TUESDAY, NOVEMBER 8, 2016 – ELECTION DAY

Report to the assigned polling location at 5:30 AM and work the entire day until all activities have been completed (approximately 8:45 PM)

For more information contact: Joe Mallory 632-7089 or Joe.Mallory@hamilton-co.org